



CONGRESSMAN TOM O'HALLERAN

Representing Arizona's 1st Congressional District

U.S. Service Academies Nomination Instructions and Checklist

The following items are due by **NOVEMBER 21, 2020** for the academy class of 2025.

Note: Deadlines vary with each Congressional office.

Please do not wait until the deadline; we are accepting applications now.

- ____ 1. Open a pre-candidate file with the academies of your choice.
- ____ 2. Obtain a nomination packet from Congressman O'Halleran's Casa Grande Office or download via the website.
- ____ 3. Complete and deliver the OFFICIAL application form to Congressman O'Halleran's Casa Grande Office.

Do not send any additional items, certificates, or documents, other than those listed below. Do not put them in special covers.

- ____ 4. Submit a **sealed**, up-to-date, official high school transcript, and if applicable, official college transcripts. *Cumulative GPA and Class Rank are required.*
- ____ 5. Submit SAT and/or ACT test scores. *Take these exams as early and as often as possible. It is the applicant's responsibility to make sure an official copy of the test scores is sent by SAT or ACT to the District Office or hand delivered with Official Authentication.* Congressman O'Halleran's **CODE: ACT #7224 & SAT # 5950.**
- ____ 6. Submit up to four, and only four, letters of recommendation. *Letters of recommendation may not be provided by relatives of the applicant and **must be hand-signed** by the person making the recommendation.*
- ____ 7. Submit up to a **two-page** résumé that includes academic, athletic, leadership, community involvement, and employment histories, as well as any other information you feel may be germane.
- ____ 8. Submit a **one-page** personal statement of approximately 500 words identifying why you want to attend a U.S. Military Service Academy.

To be considered for a nomination and subsequently receive an interview with the Congressman's Nomination Review Board (NRB) items #3 through #8 must be provided to Congressman O'Halleran's Casa Grande Office before the final deadline of **NOVEMBER 21, 2020**. *If you have fulfilled this requirement you will be scheduled for a personal interview with one of Congressman O'Halleran's NRBs on a Saturday in mid to late November.*

Applicants selected for an interview will receive notice giving the time and place of their interview approximately two weeks prior to the interview date. Applicants are **required** to confirm their appointment time and **may not** request an alternative appointment time. However, we will accommodate appointment times/locations on a case-by-case basis but cannot make any guarantees on favorable outcomes.

Any inquiries should be directed to Congressman O'Halleran's Service Academy Administrator, Rudy Cota, in his Casa Grande Office via email at Ohalleran.Academies@mail.house.gov or via telephone at (928) 210-8165.
(Please leave a message if unanswered)

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